



STATE OF DELAWARE
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF ADMINISTRATION
MARGARET M. O'NEILL BUILDING
410 FEDERAL STREET, SUITE 1
DOVER, DELAWARE 19901

TELEPHONE: (302) 739-3613
FAX: (302) 739-6704
TDD: (302) 739-4894

MEMORANDUM

To: All Department and School Fiscal Officers

From: Gloria W. Homer, Secretary of Administrative Services

Date: December 2nd, 2002

Subject: SAVINGS RECOVERY FROM P2 CONTRACTS

As you may know, the state has been involved in a strategic sourcing program known as Partner\$ in Procurement, which has delivered lowered pricing for many of the contracts used by all state organizations. There have been memos recently circulated regarding these contracts, their use and their implementation.

For the benefit of the state as a whole, in order to recover the savings generated by these lowered prices and the costs of implementing this program, the Department of Administrative Services, Division of Administration, will administer automated billing and payment mechanisms in FY2003. This process will recover the savings achieved through the implementation of the Partner\$ in Procurement contracts beginning December 2, 2002. The process has been designed to capture the savings from the contract usage, provide prompt disbursement to the state, and simplify savings recovery from state organizations. Administratively, the procedures are the same as those currently employed for payment of fleet, postage, and printing and publishing charges.

Please complete the attached form for the account to which you would like the cost recovery to be applied and return via e-mail by December 6th to Regina Olanoff (rolanoff@state.de.us). You will be responsible to recode portions of the total amount that are associated with the individual contracts. The account number can be found in the upper right hand corner of the intergovernmental voucher, underneath the box that says "off rec. acct". If we do not receive the form in a timely manner, we cannot be responsible for the accuracy of your coding strip (how your charges are applied) in FY2003. During FY2003, any changes to your coding strip must be provided by e-mail or fax to Regina Olanoff.

If you have any coding strip problems or questions, or need special arrangements, please call Regina Olanoff at (302) 739-7833. If you have any questions regarding Partner\$ in Procurement or these contracts, please phone the hotline at (302) 739-5569.

Thank you in advance for your cooperation.

Cc: Lee Ann Walling
Greg Patterson
Dave Singleton
JJ Davis
Trisha Neely
Regina Olanoff